Table of Contents

COURSE OVERVIEW ........................................................................................................................................ 2

LESSON 1: OVERVIEW OF A PROPOSAL ...................................................................................................... 3
  WORKFLOW OF A PROPOSAL ....................................................................................................................... 3

LESSON 2: SYSTEM BASICS .......................................................................................................................... 4
  BPM WORKSPACE ..................................................................................................................................... 6
  ATTACHMENTS ........................................................................................................................................... 7
  AUDIT TRAIL................................................................................................................................................ 15

LESSON 3: COURSE PROPOSALS .................................................................................................................. 16
  LOG IN & CREATE A PROPOSAL ................................................................................................................... 16
  COURSE PROPOSAL ENTRY ......................................................................................................................... 19

LESSON 4: PROGRAM PROPOSAL ................................................................................................................ 27
  LOG IN & CREATE A PROPOSAL ................................................................................................................... 27
  NEW PROGRAM PROPOSALS ENTRY (NEW DEGREE, NEW TRACK, NEW CERTIFICATE, NEW MINOR) ......................................................................................................................... 30

LESSON 5: FILTERS IN BPM WORKSPACE .................................................................................................. 59

LESSON 6: OPENING A PROPOSAL IN READ ONLY MODE ........................................................................ 62

LESSON 7: UCM – PROPOSAL ARCHIVES ..................................................................................................... 64
  ACCESSING THE UCM ................................................................................................................................. 64
  OPEN AN ARCHIVED PROPOSAL .................................................................................................................. 65

APPENDIX A: FACULTY & ACTIVITY MATRIX ............................................................................................. 67

APPENDIX B: INTERNET SETTINGS .............................................................................................................. 68
  INTERNET EXPLORER SETTING .................................................................................................................. 68
  POP-UP BLOCKER IN FIREFOX .................................................................................................................... 70

APPENDIX C: ADMINISTRATIVE SERVICES & CAPITAL PLANNING GUIDELINES ........................................ 72

APPENDIX D: TIME FRAMES & DATES .......................................................................................................... 75

APPENDIX E: COLLEGE WORKFLOWS ....................................................................................................... 76

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Course Overview

CPS, or the Curriculum Proposal System, is an automated workflow system, based on the Oracle BPM (Business Process Management) Workflow Tool, which supports the academic approval process for curriculum proposals and performs many of the administrative steps in that process.

The Curriculum Proposal System Project was launched to improve the curriculum proposal process and its supporting information system.

The topics covered in this course are:

► Review of the Curriculum Review Process
► System Overview
► Working with Attachments
► Adding, Changing and Deleting Courses
► Adding and Changing Programs
► Opening Proposals in the Proposal Archives

This manual is the Quick Start Version of the Curriculum Proposal System Originators manual. This manual will focus on the basics of entering a proposal and does not focus on all the field details and definitions as well as the additional features that the system has to offer.
Lesson 1: Overview of a Proposal

Workflow of a Proposal

Any new proposal that is entered into the system will need to follow a basic outline of steps, in order, to be in compliance with the Board of Trustee Guidelines. Each step must flow in the proper order, as outlined below, or the proposal process will be ended.

Proposed submitted (Originator Review Status)

*Department/College Reviews (College Approval Status)
College Review can Approve or Recommend Change (goes back to Originator). Potential Impact notifications go out once College Reviews have taken place. (See Appendix E for College Flows)

Proposals can be Approved or Recommend Change.

2 WEEKS

University Review
Objections (formal) can be made.
Comments (informal) can be made.

2 WEEKS

No Objections:
Faculty Senate Review (FS Review) takes place

Objections Raised:
(CRC Review) Curriculum Review Committee decides: Recommend Change (goes back to Originator), Recommend Approve, or Recommend Reject

Approve or Rejected:
Faculty Senate Review (FS Review)

Provost Status (and Board of Trustee) for final Approval.

Moves to Post Approval and is entered into UCM (Archives.)
(Update Graduate Bulletin, Update Course Catalog, PeopleSoft Review, DARS Review.)

Proposal checks in to Archives

Adapted from Board of Trustee Guideline 3359-20-05.2

*Each College has a workflow built in as to how their College handles curriculum Reviews.
Lesson 2: System Basics

There are many roles involved with the Curriculum Proposal System so there are variances in how the system will be used. Some users will need to be able to navigate around and be able to create course and program proposals while others will need to be able to review proposals at different stages in the process.

Sign In

1. Open an Internet Browser and enter in the Address bar: http://www.uakron.edu/curriculum-proposal/

The Curriculum Proposal System landing page displays.

2. Click on the Launch Curriculum Proposal System link to log in.

Note: Archived Proposals will be outlined in a separate lesson.
3. Enter your **Username** and **Password** and click on the **Login** button. Use your UAnet ID and Password.

![BPM Workspace](image)

Your BPM Workspace will display.

**Note:** To logout of the Curriculum Proposal System, click on the **Logout** link in the top right corner of the window.
BPM Workspace

The Workspace is where you will start your working session with the Curriculum Proposal System. You can initiate many tasks from this page such as:

- Create a New Proposal
- Add Attachments
- See the Activity (status) of a Proposal

**Note:** Do not use the Browser Back button. You will be logged out of the system.
Attachments

Attach Files

There are different files that need to be submitted for proposals. For example, a course outline or class syllabus needs to be attached for certain proposals. Adding attachments is done before you have submitted the proposal.

Note: When using attachments, they should follow the naming convention for the type of attachment added. This will help the Curriculum Proposal system track and organize attachments in the most efficient way.

For example:

- **(Course Proposals) Course Outline**: courseoutline.doc(x)
- **(Course Proposals) New Online Syllabus**: syllabus.doc(x)
- **(Course Proposals) Traditional Syllabus**: traditionalsyllabus.doc(x)
- **(Program Proposals) Faculty Matrix**: facultymatrix.xls(x)
- **(Program Proposals) Activities Matrix**: activitiesmatrix.xls(x)
- **(Program Proposals) Curriculum Vitae**: facultyCV_lastnamefirstinitial.doc(x)

Note: These files can be in other formats such as PDF. However, the actual file name must be as underlined above.

Note: These files must start with the listed naming conventions to be checked in properly to the Archives. You can, however, add an additional identifier at the end.
Method 1: Adding Attachments on Proposal Tabs

1. Open the proposal.

2. To add an attachment, go to the bottom of any tab and look for the Attachments frame.

3. Click on the Browse button.

4. In the File Upload box, locate the file and select it.

5. Click on the Open button for the file.

6. Click on the Upload button.

7. The file will display in the Open an existing attachment frame.

8. Repeat as necessary to get all attachments uploaded.
Method 2: Steps for Adding Attachments in the BPM Workspace

1. If you are working on the proposal, toggle back to the window with the BPM Workspace.

2. Select the proposal from the Work Items. To do this, click on the proposal in the **Description** column to active it. The row will highlight in a light blue color.

   The Work Item Detail frame, at the bottom of the window, will now display some data for the selected proposal.

   ![BPM Workspace](image)

   **Note:** Verify that the **Expand** button is turned downward or the proposal details will not display.

3. Click on the **Attachments** tab.

   ![Attachments Tab](image)
4. Click on the **Attach File** button.

![Attach new file dialog](image)

5. Use the **Browse** button to locate the file you need to attach.

6. Enter a **Description**, for example, Course Outline or Traditional Syllabus. This will help identify the attachment as the proposal moves through the workflow. The Description field is required. This will be a searchable field in the archives (Comments field).

7. Click on the **Attach File** button.

8. In the Workspace, the proposal will now have a paperclip icon in the Attachment Column.
Method 1: Attaching an Updated File to a Proposal on the Proposal Tabs

1. Make changes in file (in the resident program, such as Word or Excel), *keeping the same file name*.

2. Open the proposal.

3. At the bottom of each tab, there is an Attachments frame.

   ![Attachments Frame](image)

4. You will see the files that are currently attached to the proposal listed.

5. Click on the **Browse** button.

   ![Browse Button](image)

6. Locate the file. Remember, the file name needs to be identical in order for the new file to replace the old file.
7. Click on the **Open** button. The file name will display in the field.

![Image](image1.png)

8. Click on the **Upload** button.
9. The new file will replace the old file. You can verify this by reviewing the **Date** column:

![Image](image2.png)

**Note:** If you did not have the same file name, another attachment will now be listed in the table.
Method 2: Attaching an Updated File to a Proposal in the BPM Workspace

1. Make changes in the file (in the resident program), *keeping the same file name*.

   **Note:** If you are opening the file from the BPM Workspace, be sure to *FIRST save the file, maintain the original file name and remove any extra characters (such as [1])* or the file will not update properly.

2. In the Curriculum Proposal System, click on the proposal in the Work Items list to select it and open the details for proposal in the Work Item Detail frame (at the bottom of the page).

3. At the bottom of the Workspace, in the Work Item Detail frame, click on **Attachment(s) tab**.

   ![Attachment tab](image-url)
4. Click on **Edit attachment** button in Operations column, for the file that you want to replace.

5. Click on the **Ok** button.

Two buttons appear in the Operations column.

6. Click on the **check in** button.

7. Locate the revised file by using the **Browse** button. *Remember the file must have the same name as the existing file.*

8. Click on the **Check in** button

9. The new version of the file will now be attached to the proposal and will be indicated as a new version. See Version column, circled above.
Audit Trail

The Audit Trail tab will show you the history of a proposal. When a proposal is first created, this tab will not show any data. However, as the proposal starts moving through the Workflow, any User that opens the proposal will be able to see a summary of who moved a proposal and on what dates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/24/2014</td>
<td>Originator Review forwarded by Landis,Laura L Landis,Laura L. Status on submit is APPROVE.</td>
<td><a href="mailto:test0406@uakron.edu">test0406@uakron.edu</a></td>
</tr>
<tr>
<td>01/24/2014</td>
<td>Department Review forwarded by Landis,Laura L Landis,Laura L. Status on submit is APPROVE.</td>
<td><a href="mailto:test0406@uakron.edu">test0406@uakron.edu</a></td>
</tr>
<tr>
<td>01/24/2014</td>
<td>GCC Review forwarded by Landis,Laura L Landis,Laura L. Status on submit is APPROVE.</td>
<td><a href="mailto:test0406@uakron.edu">test0406@uakron.edu</a></td>
</tr>
<tr>
<td>01/24/2014</td>
<td>Faculty Review forwarded by Landis,Laura L Landis,Laura L. Status on submit is APPROVE.</td>
<td><a href="mailto:test0406@uakron.edu">test0406@uakron.edu</a></td>
</tr>
<tr>
<td>01/24/2014</td>
<td>College Review forwarded by Landis,Laura L Landis,Laura L. Status on submit is APPROVE.</td>
<td><a href="mailto:test0406@uakron.edu">test0406@uakron.edu</a></td>
</tr>
</tbody>
</table>
Lesson 3: Course Proposals

This lesson will review the basic steps for creating course proposals.

Log In & Create a Proposal

1. Log into the Curriculum Proposal System.

2. Click on the Create Proposal link in the Applications frame, in the top left corner of the window.

3. Use the drop down to select your College (the College for the Proposal).

4. In the lower drop down, select the Department for the Proposal.

5. Click on the Submit button.
6. Verify the College and Department and click **Yes**. If this information is not correct, select **No** and select the correct information.

The BPM Workspace displays with the new proposal listed in the Work Items frame.

**Note**: Only click one time on the Create Proposal link. Be patient, this may take several seconds to load the new proposal.

**Note**: You may need to click on the **Refresh** button if the proposal is not displayed in the Work Items list.

**Note**: The proposals, by default, are listed with the newest at the end. Therefore, you can click on the **Received** column heading twice to resort and list the newest at the top for easier identification.

7. Click on the **Originator Review** link for the new proposal.
8. Click on the appropriate link under *Course Proposals*.

**Note**: For a Course Change and Course Delete, you will need to select the Subject Code and Course to locate the course you are proposing to change or delete.
Course Proposal Entry

1. The Summary tab displays.

You will see the Summary tab on all proposals and the fields are identical.

2. Enter information into the fields by typing text or using the drop down arrow, radio buttons, check boxes, edit boxes, etc. You can add attachments, using the Attachments frame at the bottom of the tab.

Note: Most fields, on all tabs, are required in order to Validate and Submit a proposal.

- On the Summary tab, fields to be discussed:
  Is the proposal related to another proposal: If yes, a message will display and the Related Proposal tab will be activated for entry.
3. Click on the **Course Description** tab.
4. The Course Description tab displays. Fields to be discussed:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>Use the drop down to select the correct Course Catalog Number. The data presented is a list of currently available course numbers from PeopleSoft.</td>
</tr>
<tr>
<td>CIP Code (Classification of Instructional Programs)</td>
<td>The National Center for Education Statistics designed the CIP Code for tracking, assessment, and reporting of fields of study and program completion. You can enter keywords, such as Accounting, Mechanical Engineering, English and a matching list will appear. When you see the correct listing, select it from the dropdown to make the selection. You can also click on the field name, which is a hyperlink, which will allow you to search the CIP Code website. <a href="http://nces.ed.gov/ipeds/cipcode/">http://nces.ed.gov/ipeds/cipcode/</a></td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Prerequisites (Optional)</strong></td>
<td>In the prerequisite area, you will need to enter any courses that are required prior to taking this new course.</td>
</tr>
<tr>
<td></td>
<td><strong>Department Subject Code</strong>: Start entering the four digit subject code (i.e. 5100) or start entering a keyword into the field (i.e. education). A list will appear for you to choose from.</td>
</tr>
<tr>
<td></td>
<td><strong>Course Number</strong>: Use the drop down to make a selection.</td>
</tr>
<tr>
<td></td>
<td><strong>Operand</strong>: Only use if there is more than one prerequisite. Use the down arrow to select AND if there is more than one prerequisite. Select OR if there is a choice between multiple prerequisites.</td>
</tr>
<tr>
<td></td>
<td>Click on the Add Prerequisite button.</td>
</tr>
<tr>
<td></td>
<td>In the text box for Other Conditions enter information such as permission from instructor, grade requirements, admission to program or senior standing.</td>
</tr>
<tr>
<td><strong>Corequisites (Optional)</strong></td>
<td>A corequisite is a course which is required in conjunction with another course and must be taken simultaneously to the course which requires it.</td>
</tr>
<tr>
<td></td>
<td><strong>Department Subject Code</strong>: Start entering the four digit subject code (i.e. 5100) or start entering a keyword into the field (i.e. education). A list will appear for you to choose from.</td>
</tr>
<tr>
<td></td>
<td><strong>Course Number</strong>: Use the drop down to make a selection.</td>
</tr>
<tr>
<td></td>
<td><strong>Operand</strong>: Only use if there is more than one prerequisite. Use the down arrow to select AND if there is more than one prerequisite. Select OR if there is a choice between multiple prerequisites.</td>
</tr>
<tr>
<td></td>
<td>Click on the Add Corequisite button.</td>
</tr>
<tr>
<td></td>
<td>In the text box for Other Conditions enter information such as permission from instructor, grade requirements, admission to program or senior standing.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mode of Delivery</td>
<td>Select the checkboxes for all the Modes of Delivery that apply to the new course. (Traditional (classroom) instruction, Web-enhanced, Web-based and Online.) If Web-based or Online is selected, a message will display stating that the Distance Learning tab is enabled.</td>
</tr>
<tr>
<td>Should this proposal be reviewed by the General Education Advisory Committee…</td>
<td>Select the radio button for Yes or No. If you select Yes, the General Education tab will become active for entry.</td>
</tr>
<tr>
<td>Should this course be considered for inclusion in the Ohio Transfer Assurance Guide (TAG)</td>
<td>Select the radio button for Yes or No. If you select Yes, the OTM &amp; TAG tab will become active for entry.</td>
</tr>
<tr>
<td>Has Course Outline been attached?</td>
<td>Select the radio button for Yes or No. You must answer Yes to the question in order to Validate and Submit a proposal. Attach the Course Outline (Syllabus) for the new course in the BPM Workspace PRIOR to submitting the proposal.</td>
</tr>
</tbody>
</table>

**Note:** For *Course Change* proposals, most data is already displayed. Select the checkbox for the data that you are proposing a change to. This will open the field for entry. After you make your change, there are still several fields that must be completed in order for the proposal to validate. For Course Change Proposals, you must still select a Mode of Delivery, answer the *Should this proposal be reviewed by the General Education Advisory Committee*, *Should this course be considered for inclusion in the Ohio Transfer Assurance Guide (TAG)*, and *Has Course Outline been attached*?

If the change you are proposing does not change the course outline (syllabus), you still need to answer this question as Yes for the proposal to Validate.
5. Complete any additional tabs that are active such as the Related Proposals, General Education, Distance Learning and OTM & TAG.

6. If you are ready to save the proposal, but you ARE NOT ready to submit, click on the Save/Close button.

Click on the Yes button. This will save the proposal in the system for future use.

9. If you want to verify that you have completed all required fields, click on the Validate button.

If there are required fields that were not completed, an error panel will display under the tabs.

The errors will be listed by Tab Name and then the Field. You can move between tabs and the errors will remain visible. Correct the errors listed and click on the Validate button again to verify all required fields have been completed.

10. Attachments must be added before the proposal is submitted. Add any remaining attachments to the proposal.

11. To print the proposal, click on the Print button. A new window will open with the proposal in PDF.

12. When no errors return and all required attachments have been added, the proposal is ready to be submitted. Click on the Submit button.

13. To close the window when you are finished working with the proposal, use the Save/Close button. Do not use the X in the top right corner of the window.
Related Proposal

If you selected, Yes for the *Is this proposal related to another proposal?* on the Summary tab, the Related Proposal tab will become active and will need to be completed for this proposal.

On the Summary tab:

1. Click on the **Related Proposal** tab.

   ![Related Proposal Tab](image)

   **Note**: The proposal that is related must already be in the Curriculum Proposal System in order for you to be able to retrieve it on the Related Proposal tab.

2. Select a **College**, **Department** and related **Proposal**. Select the Yes or No button for **Dependent**.

3. Once the entry is complete, click on the **Add** button.
Withdraw a Proposal

As the Originator, you are able to Withdraw a proposal that you created. This would be done if you want the proposal to stop moving forward in the proposal process. **You can only withdraw a proposal when the proposal is in the Activity of Originator Review.** Furthermore, once a proposal has been Withdrawn, it cannot be returned to an active proposal.

1. Open the Proposal that you want to remove from the proposal workflow process. This is done via the BPM Workspace.

2. In the Current Status field, use the drop down to select the option for **Withdraw.**

3. Click on the **Submit** button to complete the withdraw process.

4. The Proposal will now leave the Workflow and be entered into the Archives (UCM.)
Lesson 4: Program Proposal

This lesson will review the steps for creating a proposal for creating different types of Program Proposals.

Log in & Create a Proposal

1. Log into the Curriculum Proposal System.

2. Click on the Create Proposal link in the Applications frame.

3. Use the drop down to select your College (the College for the Proposal).

4. In the lower drop down, select the Department for the Proposal.

5. Click on the Submit button.
6. Verify the College and Department and click **Yes**. If this information is not correct, select **No** and select the correct information.

The BPM Workspace displays with the new proposal listed in the Work Items frame.

**Note**: Only click one time of the **Create Proposal** link. Be patient, this may take several seconds to load the new proposal.

**Note**: You may need to click on the **Refresh** button if the proposal is not displayed in the Work Items list.

**Note**: The proposals, by default, are listed with the newest at the end. Therefore, you can click on the Received column heading twice to resort and list the newest at the top for easier identification.
7. Click on the **Originator Review** link for the new proposal.

![Diagram of Originator Review](image)

**Note:** For “change” proposals, you will need to select an Academic Plan before advancing to the Summary tab.

8. Click on the appropriate option under Program Proposals.

![Diagram of Program Proposals](image)

**Note:** The tabs that will display will be different, depending on what type of Program Proposal you selected.
New Program Proposals Entry (New Degree, New Track, New Certificate, New Minor)

This section outlines the “New” Proposals under “Program Proposals.” This section will review the possible tabs for a New Program and any significant changes for the other types of “New” programs will be noted.

1. The Summary tab displays.

You will see the Summary tab on all proposals and the fields are identical.

2. Enter information into the fields by typing text or using the drops down arrow, radio buttons, check boxes, edit boxes, etc.

Note: Most fields, on all tabs, are required in order to Validate and Submit a proposal.

3. On the Summary tab, fields to be discussed:
   - **Is the proposal related to another proposal**: If yes, a message will display and the Related Proposal tab will be activated for entry.
4. Click on the **Program Description** tab.
5. The Program Description tab displays. Fields to be discussed:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIP Code</td>
<td>The National Center for Education Statistics designed the CIP Code for tracking, assessment, and reporting of fields of study and program completion. You can enter keywords, such as Accounting, Mechanical Engineering, English and a matching list will appear. When you see the correct listing, select it from the dropdown to make the selection. You can also click on the field name, which is a hyperlink, which will allow you to search the CIP Code website.</td>
</tr>
</tbody>
</table>

**Note:** For New Tracks, the following fields will display, reflecting a New Track Proposal:

- Track Title
- What degree program will this be associated with, if any?

**Note:** For New Certificates, the following fields will display, reflecting a New Certificate Proposal:

- Certificate Title
- What degree program will this be associated with, if any?
- Certificate Type

**Note:** For New Minors, the following fields will display, reflecting a new Minor Proposal:

- Minor Title
- What degree program will this be associated with, if any?
- Minor Type
**Course Group Entry Form (See pages 34-35 for example)**

<table>
<thead>
<tr>
<th><strong>Enter group header</strong></th>
<th>List Course Requirements, in Groups, as they would appear in the Bulletin. Specify the group, such as Elective, Core Requirements, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum credits required</strong></td>
<td>Enter the number of credits required for the group just entered.</td>
</tr>
<tr>
<td><strong>Include in bulletin?</strong></td>
<td>Should this Group be listed in the bulletin, if yes check the box.</td>
</tr>
<tr>
<td><strong>Department Subject Code</strong></td>
<td>Enter the subject code. You can enter keywords such as Marketing, Engineering, Education and a matching list will appear. When you see the correct listing, select the option from the list. You can also start to enter the corresponding subject code number, but ultimately you must select from the drop down list or the option will not be completed properly.</td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
<td>Use the drop down to select the appropriate course. New Courses that are already in another proposal in the system will be available for selection.</td>
</tr>
<tr>
<td><strong>Operand</strong></td>
<td>Select AND if there are additional courses that need to be entered for this group.</td>
</tr>
<tr>
<td><strong>Other Conditions</strong></td>
<td>Enter any additional conditions, apart from the courses in this edit box.</td>
</tr>
<tr>
<td><strong>Add Group</strong></td>
<td>Click on the <strong>Add Course</strong> button after each entry to add the course to the group. Keep doing this until all courses in the group have been entered.</td>
</tr>
<tr>
<td><strong>Add Group</strong></td>
<td>Click on the <strong>Add Group</strong> button to add the Group to the proposal.</td>
</tr>
</tbody>
</table>

**Note:** You must add the group before adding a new header or moving on to another field. If you do not click on the Add Group button, your entry will be lost.

Repeat adding Groups as necessary.
### Group Header Example:

**In the Curriculum Proposal System:**

<table>
<thead>
<tr>
<th>Header</th>
<th>Hrs</th>
<th>Courses</th>
<th>Other Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Requirements</td>
<td>14</td>
<td>3350-100 Introduction to Geography [3hrs]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AND 3350-250 World Regional Geography [3hrs]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AND 3350-310 Physical &amp; Environmental Geography [3hrs]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>Geotechniques Requirements</td>
<td>12</td>
<td>3350-305 Maps &amp; Map Reading [3hrs]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AND 3350-406 Geographic Information Systems [3hrs]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AND</td>
<td></td>
</tr>
</tbody>
</table>

| Add Group |

| Edit | Remove |

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Ultimate list would appear as follows:

### Core Requirements – 14 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3350:100</td>
<td>Intro to Geography</td>
<td>3</td>
</tr>
<tr>
<td>3305:250</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>3350:310</td>
<td>Physical and Enviro Geography</td>
<td>3</td>
</tr>
<tr>
<td>3350:320</td>
<td>Economic Geography</td>
<td>3</td>
</tr>
<tr>
<td>3350:499</td>
<td>Career Assistant Program</td>
<td>2</td>
</tr>
</tbody>
</table>

### Geotechniques Requirements – 12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3350:305</td>
<td>Maps and Map Reading</td>
<td>3</td>
</tr>
<tr>
<td>3350:405</td>
<td>Geographic and Info Sys</td>
<td>3</td>
</tr>
<tr>
<td>3350:483</td>
<td>Spatial Analysis</td>
<td>3</td>
</tr>
<tr>
<td>3350:496</td>
<td>Field Research Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

### Planning Requirements – 9 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3350:433</td>
<td>Practical Approaches to Plan</td>
<td>3</td>
</tr>
<tr>
<td>3350:437</td>
<td>Planning Analysis &amp; Proj Meth</td>
<td>3</td>
</tr>
<tr>
<td>3350:439</td>
<td>History of Urban Design</td>
<td>3</td>
</tr>
</tbody>
</table>

### Planning Electives – at least 6 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3350:415</td>
<td>Environmental Planning</td>
<td>3</td>
</tr>
<tr>
<td>3350:422</td>
<td>Transportation System Pln</td>
<td>3</td>
</tr>
<tr>
<td>3350:432</td>
<td>Land Use Planning law</td>
<td>3</td>
</tr>
<tr>
<td>3350:438</td>
<td>Land Use Planning Methods</td>
<td>3</td>
</tr>
<tr>
<td>3350:460</td>
<td>Development Planning</td>
<td>3</td>
</tr>
</tbody>
</table>
6. Click on the **Goals and Objectives** tab.

7. Enter data for all fields on the tab.
8. **Click on the Organizational Structure tab.**

   - **Organizational Structure tab**
     - Describe the organizational structure of the proposed program. Indicate the unit that the program will be housed within and how that unit fits within the context of the overall institutional organizational structure.
     - Enter descriptive text in the large edit boxes.

9. **The Organizational Structure tab displays. Enter descriptive text in the large edit boxes.**

10. **Click on Student Enrollment tab.**

   - **Student Enrollment tab**
     - Estimate the number of students to be in this program each year.
     - Projected total FTE (full-time equivalent) students to be enrolled in this program:

   - **Year 1**
     - Full time
     - Part time

   - **Year 2**
     - Full time
     - Part time

   - **Year 3**
     - Full time
     - Part time

   - **Year 4**
     - Full time
     - Part time

   - **How many of these FTE’s are expected to be students transferring from other programs?**

11. **Enter projected numbers in all fields on the tab.**
12. Click on the **Faculty** tab.

13. The Faculty tab displays. Fields to be discussed:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Matrixes frame:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Has the Faculty Matrix (facultyMatrix.xls) been attached?</strong></td>
<td>You must answer Yes to the question in order to Validate and Submit the proposal. Remember to attach the file BEFORE you submit the proposal. The file name for this should be as follows: <strong>facultyMatrix</strong></td>
</tr>
</tbody>
</table>

**Note:** You can click on the header/link for Faculty Matrix Template to open an example of the document.
14. Click on the **Support Services** tab.

15. The Support Services tab displays. Enter descriptive text in the edit boxes for the different types of support services that this new program would require.

**Note:** See Appendix C for more information.
16. Click on the **Assessment** tab.

![Image of Assessment tab]

17. Answer the questions on this tab.

18. Click on the **Needs Analysis** tab.

![Image of Needs Analysis tab]

19. The Needs Analysis tab displays. Answer the Yes/No questions as well as the question at the bottom of the tab.
20. Click on the **Mode of Delivery** tab.

21. The Mode of Delivery tab displays. Enter percentages in the edit boxes to indicate the type of instruction. Note that the amounts must total 100%.
22. Click on the **Funding** tab.

![Funding tab](image)

**Funding Sources**

Indicate how much funding support you anticipate receiving for this program from each of the following sources:

- College of Education
- Curriculum and Instruction
- Other Departments
  - Select a Department
- Other Internal
- External

Total: 0

**Estimated Costs**

One Time Costs

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Faculty</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Part-Time Faculty</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Staff</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Supplies / Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Technology</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Space</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

23. The Funding tab displays. Enter data in all fields.
24. Click on the **Facilities** tab.

Note: See Appendix C for additional information.

25. The Facilities tab displays. Enter information for all fields on this tab.

26. Complete the Related Proposal tab, if applicable.
27. If you are ready to save the proposal, but you ARE NOT ready to submit, click on the **Save/Close** button.

Click on the **Yes** button. This will store the proposal in the system for future use.

28. If you want to verify that you have completed all required fields, click on the **Validate** button.

If there are required fields that were not completed, an error panel will display under the tabs.

The errors will be listed by **Tab Name** and then the **Field**. You can move between tabs and the errors will remain visible. Correct the errors listed and click on the **Validate** button.
29. To print the proposal, click on the Print button. A new window will open with the proposal in PDF.

30. When no errors return, and you are ready to move the proposal to the next step in the workflow, click on the Submit button.

31. To close the window when you are finished working with the proposal, use the Save/Close button. Do not use the X in the top right corner of the window.

Do you want to save your changes?

Yes  No

Select Yes to save the proposal or No to close the window and not save any changes you made.
Related Proposal

If you selected, Yes for the, **Is this proposal related to another proposal?** on the Summary tab, the Related Proposal tab will become active and will need to be completed for this proposal. Note that the related proposal must be in the Curriculum Proposal System in order to add it on this tab.

1. Click on the **Related Proposal** Tab.

![Related Proposal Tab](image)

**Note:** The proposal that is related must already be in the Curriculum Proposal System in order for you to be able to retrieve it on the Related Proposal tab.
NOTE: “Change” Program Proposals

If a curriculum program/track/option/minor proposal is not deemed to have significant changes the following fields on the following tabs can be marked “N/A” as long as these are not changing. If there will be a proposed change to any of the following areas, they must complete the information.

- Faculty
- Staffing Numbers
- Matrices (not necessary to attach)
- Assessment
- Funding
- Facilities

The University of Akron has the obligation to report significant institutional curricular changes to the Board of Trustees, the Ohio Board of Regents, and the Higher Learning Commission.

Examples of significant change include, but are not limited to:

- Initiation of new academic program(s), major(s), minor(s), certificate(s), track(s), or option(s)
- The addition of academic programs that require allocation of substantial financial investment or resources, or any programs acquired from another institution
- A change from clock to credit hours or a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of an academic program (>30% change in clock or credit hours)
- Offering a new program wherein 50% or more of the courses or credits in the academic program are provided through the alternate delivery (e.g. online)
- The initiation or expansion of distance or other education wherein 50% or more of the courses or credits in one or more academic programs are provided through the alternate delivery
- The establishment of a campus or an additional location (e.g. adding a new location similar to Lakewood, MidPoint, MCUC)
- All additional Title IV eligible certificate or diploma programs that are not substantially related to or derived from existing programs.
- If 50% or more of the courses in the program were developed for the Certificate program and are NOT derived from courses in existing Certificate or degree programs, then the new certificate or diploma requires approval
- The addition of academic program(s), including Title IV eligible Certificate programs not related to existing degree programs, that represent a significant departure from programs previously included in the institution’s accreditation

If you are unsure if your proposal is considered to be substantive, please do not hesitate to contact the Office of Academic Affairs.
Change Program Proposals Entry (Change a Degree, Change a Track, Change a Certificate)

This section outlines the “Change” Proposals under “Program Proposals.” This section will review the possible tabs for a “Change Program” and any major changes for the other types of change programs will be noted. Be aware that not all fields are required for a Change proposal. If in doubt, click on the Validate button to see what fields are required.

1. The Summary tab displays.

    ![Summary Tab Image]

    You will see the Summary tab on all proposals and the fields are identical.

2. Enter information into the fields by typing text or using the drops down arrow, radio buttons, check boxes, edit boxes, etc.

   **Note**: Most fields, on all tabs, are required in order to Validate and Submit a proposal.

3. On the Summary tab, fields to be discussed:
   - **Is the proposal related to another proposal**: If yes, a message will display and the Related Proposal tab will be activated for entry.
4. Click on the **Program Description** tab.

Check the boxes below if this program change will be changing more than 50% of:
- Total number of credit hours for this program (e.g., going from 64 to 31 or from 24 to 49)
- Total number of courses (e.g., removing, adding more than 50% of the courses listed)
- Change in mode of delivery (e.g., changing from all traditional to part traditional part online)

If you are not changing more than 50% of any of the above items, the associated tabs and attachments are not necessary. You do not need to fill these out. If in doubt, click the Validate button to see what requirements are remaining.

**Academic Plan**
S20000MA

**Program Title**
Elementary Education

**Program Type**

**CIP Code**
13.1022 - Elementary Education and Teaching

**Delivery Sites**
- Akron (Main Campus)
- Wayne College
- Lorain County Community College
- Medina County University Center

Enter the bullet description (not including courses):

State the minimum number of credits required for completion:
0.0
Current
Proposed

Please justify the number of credit hours (or change in credit hours):

In addition to course requirements, describe other degree program requirements (e.g., examinations, internships, final projects, theses, dissertation, exit criteria, etc):

Show the course listing, by groups, as it will appear in the bulletin. Be sure to click the Add Group button to add the group to the proposal.
5. The Program Description tab displays. Fields to be discussed:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CIP Code</strong></td>
<td>The National Center for Education Statistics designed the CIP Code for tracking, assessment, and reporting of fields of study and program completion. You can enter keywords, such as Accounting, Mechanical Engineering, English and a matching list will appear. When you see the correct listing, select it from the dropdown to make the selection. You can also click on the field name, which is a hyperlink, which will allow you to search the CIP Code website.</td>
</tr>
<tr>
<td>*Field is required at College Approval level.</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** For Track changes, the following fields will display, reflecting a Change Track Proposal:

- **Academic Plan:** 430008S
- **Track Title:** Civil Engineering
- **What degree program will this be associated with, if any?:**

**Note:** For Certificate changes, the following fields will display, reflecting a Certificate Change Proposal:

- **Certificate Title:** Structural Engineering CertI
- **What degree program will this be associated with, if any?:**
- **Certificate Type:**

**Note:** For Minor changes, the following fields will display, reflecting a Minor Change Proposal:

- **Certificate Title:** Structural Engineering CertI
- **What degree program will this be associated with, if any?:**
- **Certificate Type:**
### Course Group Entry Form (See page 34-35 for example)

<table>
<thead>
<tr>
<th><strong>Enter group header</strong></th>
<th>List Course Requirements, in Groups, as they would appear in the Bulletin. Specify the Group, such as Elective, Core Requirements, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum credits required</strong></td>
<td>Enter the number of credits required for the group just entered.</td>
</tr>
<tr>
<td><strong>Department Subject Code</strong></td>
<td>Enter the subject code. You can enter keywords such as Marketing, Engineering, Education and a matching list will appear. When you see the correct listing, select the option from the list. You can also start to enter the corresponding subject code number, but ultimately you must select from the drop down list or the option will not be completed properly.</td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
<td>Use the drop down to select the appropriate course. New Courses that are already in another proposal in the system will be available for selection.</td>
</tr>
<tr>
<td><strong>Operand</strong></td>
<td>Select AND if there are additional courses that need to be entered for this group.</td>
</tr>
</tbody>
</table>

Click on the **Add Course** button after each entry to add the course to the group.

Click on the **Add Group** button to add the Group to the proposal.

Repeat adding group headers, using the Operand of AND to add all courses that need to entered into the group.
6. Click on the **Faculty** tab.

    ![Faculty tab screenshot]

7. The Faculty tab displays. Fields to be discussed:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matrixes frame</td>
<td></td>
</tr>
<tr>
<td>Has the Faculty Matrix (facultyMatrix.xls) been attached?</td>
<td>You must answer Yes to the question in order to Validate and Submit the proposal. If applicable, remember to attach the file BEFORE you submit the proposal. The file name for this should be as follows: <code>facultyMatrix</code></td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: You can click on the header/link for Faculty Matrix Template to open an example of the document.</td>
</tr>
<tr>
<td>Has the Faculty Curriculum Vitae been attached?</td>
<td>You must answer Yes to the question in order to Validate and Submit the proposal. If applicable, remember to attach the file BEFORE you submit the proposal. The following naming convention should be used when uploading curriculum vitae’s: <code>facultyCV_lastnamefirstinitial</code></td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Has the Activities Matrix (activitiesMatrix.xls) been attached?</td>
<td>You must answer Yes to the question in order to Validate and Submit the proposal. If applicable, remember to attach the file BEFORE you submit the proposal.</td>
</tr>
<tr>
<td></td>
<td>The file name for this should be as follows: activitiesMatrix</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: You can click on the header/link for Activities Matrix Template to open an example of the document.</td>
</tr>
</tbody>
</table>

8. Click on the **Assessment** tab.

9. The Assessment tab displays. Answer the questions on the tab.
10. Click on the **Mode of Delivery** tab.

![Mode of Delivery Tab](image)

11. The Mode of Delivery tab displays. Enter percentages in the edit boxes to indicate the type of instruction. Note that the amounts must total 100%.

12. Click on the **Funding** tab. Answer the question on the tab.

![Funding Tab](image)
13. Click on the **Facilities** tab.

14. Complete the Related Proposal tab, if applicable.

15. If you are ready to save the proposal, but you ARE NOT ready to submit, click on the **Save/Close** button.

   ![Save/Close button]

   **Do you want to save your changes?**

   ![Yes No buttons]

   Click on the **Yes** button. This will store the proposal in the system for future use.
16. If you want to verify that you have completed all required fields, click on the **Validate** button. 

The errors will be listed by **Tab Name** and then the **Field**. If there are required fields that were not completed, an error panel will display under the tabs.

17. To print the proposal, click on the **Print** button. A new window will open with the proposal in PDF.

18. To close the window when you are finished working with the proposal, use the **Save/Close** button. Do not use the X in the top right corner of the window.

![Save/Close Button](image)

Do you want to save your changes?

Select **Yes** to save the proposal or **No** to close the window and not save any changes you made.

19. When you are ready to move the proposal to the next step in the workflow, click on the **Submit** button.

**Note:** Remember that all attachments must be uploaded before the proposal is submitted.
Related Proposal

If you selected, Yes for the, Is this proposal related to another proposal? on the Summary tab, the Related Proposal tab will become active and will need to be completed for this proposal. Note that the related proposal must be in the Curriculum Proposal System in order to add it on this tab.

1. Click on the Related Proposal Tab.

2. The Related Proposal tab displays. Enter information as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a College</td>
<td>Use the drop down to select the College that the related proposal is from.</td>
</tr>
<tr>
<td>Select a Department</td>
<td>The next field, Select a Department, will expand once a College is selected. Select from the drop down the appropriate Department for the related proposal.</td>
</tr>
<tr>
<td>Select a Proposal</td>
<td>The next field, Select a Proposal, will expand once a Department is selected. Select from the drop down the appropriate Proposal.</td>
</tr>
</tbody>
</table>
### Field | Description
---|---
**Dependent** | Select the **Yes** or **No** radio button for if this proposal is dependent on the approval of the related proposal.

**Add** | Click on the **Add** button to add the related proposal. You can add more than one related proposal, if applicable.

The proposal will now be listed on the tab for referencing.
Lesson 5: Filters in BPM Workspace

Filters can be used to adjust the listing of proposals in the BPM Workspace.

Creating a Filter to see all proposals in a specified College:

1. Click on Show filters link.

2. Click on the Select All Processes arrows to select all available processes for the filter.

3. Below the Processes frame, there is a Conditions frame:

4. In the first field, Conditions, use the dropdown to select the criteria for the filter. Select Description.
5. Click on the **Add condition** link.

The Conditions fields are now available:

![Condition Fields](image)

The Description is the proposal number so you can search on any of the components of the number.

6. In the blank edit box, enter all or part of the College Code. This will list all proposals in the specified College, regardless of where they are in the Workflow Process.

**College Codes:**
- EDUC
- SUMM
- BUS
- PROV
- CHP
- A&S
- POLY
- ENGR
- SUMM
- WAYN

If you want to be more specific in your search (limit the number of proposals that display) you can also use the Department Code or if you are looking for a specific proposal, the proposal number.
7. Click on the **Apply Filter** button. The Inbox will update.

8. If this is a view that you would like to use multiple times, click on the **Save As View** button. In the box, enter a name for the View in the Label field and click on the Save button.

To use this saved view again, use the **View** dropdown in the top left corner of the Inbox and select the name of the view you created.

9. To view a proposal, in an Activity that you are not a member of, click on the drop down arrow in the far right column for the proposal and select **Read Proposal**. You will not have a link to open the proposal in this type of situation.

**Note**: Remember, you will only be able to open a proposal if it is in an Activity you are able to see based on your Role in the Curriculum Proposal System. If the proposal is listed, but there is not a link in the last column, this simply means that you are not able to open the proposal at that current Activity and you are just able to see that it is in the system and at what Review (Activity) the proposal is currently at.
Lesson 6: Opening a Proposal in Read Only Mode

If another user has the proposal open, you cannot open the proposal in a way that will allow you to take any kind of action. You can, however, open the proposal in a Read Only mode which will still allow you to open and read about the selected proposal.

1. In the BPM Workspace, you will know a proposal is opened by another user, if there is not a link in the last column.

2. Click on the drop down arrow, in the far right, in the last column (to the right of Select action).
3. Select the option for **Read Proposal**.

   ![Proposal Image]

4. The proposal opens in Read Only and this is indicated at the top of the page, centered below the proposal number.

   Remember, that in this mode, you are unable to do any kind of update to the proposal (comments, objections, updating status).
Lesson 7: UCM – Proposal Archives

Proposals will be in the Archive once they have completed the workflow process, have been rejected, or at the point of when a proposal has been withdrawn from the Curriculum Proposal System. Proposals that were entered into the New Curriculum Proposal System will be in the Feb 14th, 2011- Present area and any proposal entered in the old system can be found in the 1999-Feb 14th 2011 area.

Accessing the UCM

1. Open an Internet Browser and enter in the Address bar: http://www.uakron.edu/curriculum-proposal/

   The Curriculum Proposal System landing page displays.

2. Click on the link for Feb 14th, 2011-Present* which will allow you to search for proposals in the Curriculum Proposal System.

   **Note:** To locate proposals located in the old system, you can click on the link for 1999-Feb 14th 2011.
Open an Archived Proposal

1. Click on the link, under Archived Proposals for Feb. 14th, 2011 - Present.

2. You can use key words to narrow the search as well. In the search field, attached to the Quick Search button (in the top right corner of window), enter a keyword such as:
   - Do you know the College? Enter the abbreviation of the college, for examples: A&S, BUS, NURS, POLY, WAYN
   - Do you know the proposal number (or the last 4 digits)? Enter those numbers.

3. After you enter criteria in the field, click on the Quick Search button.

   For example:

   ![Quick Search Button](image)

   ![Search Results Table](image)

   Results:

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>Date</th>
<th>Author</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>LANDY</td>
<td>ANS-MATH-I-1495 - Proposal Report</td>
<td>1/26/11</td>
<td>sysadmin</td>
<td>[ ]</td>
</tr>
<tr>
<td>LANDY</td>
<td>ANS-MATH-I-1441 - Faculty Math</td>
<td>11/11</td>
<td>sysadmin</td>
<td>[ ]</td>
</tr>
<tr>
<td>LANDY</td>
<td>ANS-MATH-I-1441 - Faculty Curricular Misc.</td>
<td>11/11</td>
<td>sysadmin</td>
<td>[ ]</td>
</tr>
<tr>
<td>LANDY</td>
<td>ANS-MATH-I-1441 - Proposal Report</td>
<td>11/11</td>
<td>sysadmin</td>
<td>[ ]</td>
</tr>
<tr>
<td>LANDY</td>
<td>ANS-MATH-I-1441 - Facility Curricular Misc</td>
<td>11/11</td>
<td>sysadmin</td>
<td>[ ]</td>
</tr>
<tr>
<td>LANDY</td>
<td>ANS-MATH-I-1421 - Proposal Report</td>
<td>1/26/11</td>
<td>sysadmin</td>
<td>[ ]</td>
</tr>
<tr>
<td>LANDY</td>
<td>ANS-MATH-I-1390 - Proposal Report</td>
<td>11/11</td>
<td>sysadmin</td>
<td>[ ]</td>
</tr>
<tr>
<td>LANDY</td>
<td>ANS-MATH-I-1390 - Other</td>
<td>11/11</td>
<td>sysadmin</td>
<td>[ ]</td>
</tr>
<tr>
<td>LANDY</td>
<td>ANS-MATH-I-1390 - Other</td>
<td>11/11</td>
<td>sysadmin</td>
<td>[ ]</td>
</tr>
<tr>
<td>LANDY</td>
<td>ANS-MATH-I-1390 - Other</td>
<td>11/11</td>
<td>sysadmin</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Ver. 2014.02.06
Note the **Title** of the entries. The Proposal Report is the pdf of the proposal and you will also see items such as facultymatrix (Faculty Matrix), syllabus, facultyCV_LastNameFirstInitial (Faculty Curriculum Vitae), etc. These are the names of the files that were attached during the proposal entry. If you see “Other” this means, the Originator did not use the proper naming convention for the file when attaching it to the proposal. You will have to open the attachment to determine what information it is providing.

4. If you want to review a proposal or attachment, you can click on the link in the **ID** column. If you want information about the item, you can click on the **Info** button.
Appendix A: Faculty & Activity Matrix

The Faculty Matrix is required for Program Proposals. On the Faculty tab, you must select the Yes radio button for the field, **Has the Faculty Matrix been attached?** The file name should be:

`facultyMatrix`

The Activity Matrix is also required for Program Proposals. On the Faculty tab, you must also select the Yes radio button for the field, **Has the Activities Matrix been attached?** The file name should be:

`activitiesMatrix`

The Faculty Matrix and Activities Matrix will be available on the Provost’s website.

**Faculty Matrix**

![Faculty Matrix Excel Sheet]

<table>
<thead>
<tr>
<th>Name of Instructor</th>
<th>Rank or Title</th>
<th>Full-Time or Part-Time</th>
<th>Degree Titles, Institution, Year, Discipline/Field</th>
<th>Teaching Experience in the Discipline/Field</th>
<th>Additional Expertise in Discipline Field (e.g., licenses, certifications, if applicable)</th>
<th>Course(s) this Individual will Teach in the Proposed Program</th>
<th>Number of Courses this Individual will Teach Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jane Doe</td>
<td>Associate Professor</td>
<td>PT</td>
<td>PhD, The Ohio State University, 1994, Elec Eng</td>
<td>15</td>
<td>4000: 165 Tools for Aero Systems Eng.</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Mike Johnson</td>
<td>Senior Lecturer</td>
<td>PT</td>
<td>PhD, University of Akron, 1990, Mech Eng</td>
<td>12</td>
<td>FE, Ohio</td>
<td>4000: 483 Measurement Lab</td>
<td>2</td>
</tr>
</tbody>
</table>

**Activity Matrix**

![Activity Matrix Excel Sheet]

<table>
<thead>
<tr>
<th>Professional Opportunities</th>
<th>Institution Incentives</th>
<th>Requirement/ Frequency</th>
<th>Oversight/ Approving Office</th>
<th>Requirement Applies to FT/PT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication</td>
<td>Dependent upon request</td>
<td>Dependent upon rank</td>
<td>Chair of Department</td>
<td>FT</td>
</tr>
<tr>
<td>Patents</td>
<td>Dependent upon request</td>
<td>Dependent upon rank</td>
<td>Chair of Department</td>
<td>FT</td>
</tr>
<tr>
<td>Research Grants</td>
<td>Dependent upon request</td>
<td>Dependent on Rank</td>
<td>Chair of Department</td>
<td>FT</td>
</tr>
<tr>
<td>Presentations at National Conferences</td>
<td>Travel reimbursement</td>
<td>Dependent on Rank</td>
<td>Chair of Department</td>
<td>FT</td>
</tr>
<tr>
<td>Dissertation and Thesis Committees</td>
<td>Course load release</td>
<td>As needed</td>
<td>Chair of Department</td>
<td>FT</td>
</tr>
<tr>
<td>Faculty Improvement Leave</td>
<td>One semester with full benefits</td>
<td>Every 7th years</td>
<td>Dean and Provost</td>
<td>FT</td>
</tr>
<tr>
<td>Faculty Research Projects Support</td>
<td>Every Spring</td>
<td>Provost</td>
<td>FT</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B: Internet Settings

Internet Explorer Setting

You will need to make a setting adjustment in order for the attachment to be added in the most efficient manner. If you do not make this setting change, additional steps need to be taken. This process only needs to be completed ONCE.

1. Open Internet Explorer.
2. Select Tools, Internet Options.

![Internet Options](image)

3. Click on the Security tab.

![Security Tab](image)
4. Click on the **Custom Level** button.

![Custom Level settings](image)

Scroll down to the Downloads area.

5. Under, **Automatic prompting for file downloads**, select the radio button for Enable.

6. Click on the **OK** button.

![Warning dialog](image)

7. Click on the **Yes** button.

8. Click on the **OK** button to close the Internet Options box.
Pop-up Blocker in Firefox

If you are using Mozilla Firefox as your Internet Browser, you will need to make a setting change to allow for pop-up from The University of Akron’s website. You only need to do this one time. If you do not allow for this setting, proposal pages will not display.

1. Open Firefox.

2. From the menu select **Tool, Options.** Click on the **Contents** tab.

3. Click on the **Exceptions** button to the right of the Block pop-up windows checkbox.
4. The Allowed Sites- Pop-ups box displays.

5. In the **Address of web site** field enter:
   uakron.edu     Then, click on the Allow button.

6. In the **Address of web site** field enter:
   uanet.edu      Then, click on the Allow button

7. Click on the **Close** button.

8. Click on the **OK** to close the Options box.
Appendix C: Administrative Services & Capital Planning Guidelines

Standard Administrative Services

We have developed a robust infrastructure and staffing with respect to administrative and technological services and its use in the learning experience, including: Academic Advisement Center, Accessibility, Adult Focus, bookstore, Career Management, Computer Based Testing, Counseling Services, Financial Aid, inclusive excellence, iTunes U, Library, scholarship resources, Zip support, writing lab, instructional services, virtual student authentication, and virtual office hours.

- **Academic Advisement Center** - The Academic Advisement Center is available to educate, advocate, and empower students to make effective academic and career decisions. Distance students can contact an advisor online or via phone.
- **Accessibility** - The Office of Accessibility provides reasonable accommodations and resources to students with disabilities in order to promote student success in the university environment. It should be noted, that all courses use a universal design so that there are no barriers for modification of software or hardware.
- **Adult Focus** is an academic support service for adult learners. Any student, regardless of age, whose primary life roles and responsibilities exist independent of the University and take precedence over the role of student in times of crisis or stress is considered to be an adult student. The office provides resources via electronic media.
- **Bookstore** – Distance students can purchase books through UA's online bookstore.
- **Career Management** - The Center for Career Management offers a variety of services to students and alumni, from personalized services to career-related events and electronic resources.
- **Computer Based Testing** - The Office of Computer Based Assessment & Evaluation provides services in the deployment of online tests, surveys and assessments.
- **Counseling Services** - The counseling services site provides electronic resources and videos for study skills and test taking skills, and for career development.
- **Financial Aid** - The electronic resources on the Financial Aid website help to simplify the financial aid process and answer many frequently asked questions. Phone counseling services are also available.
- **Inclusive Excellence** - The Office of Inclusion and Equity directs the University’s outreach efforts to support a diverse population of students, faculty, staff and community members. The office provides a variety of resources on its website including opportunities for personal enrichment.
- **iTunes U** - This service will allow students to easily subscribe to and download podcasts of audio and video content to supported portable devices or personal computers for listening or viewing anytime and anywhere.
• **Library** – Students can search electronic journals, periodicals, books, magazines, and also contact a librarian. These tasks can all be accomplished using UA's online library.

• **Orientation** - An online student orientation helps students understand what it means to be a successful online student. The orientation offers students opportunities to explore the topics in an actual online course hosted in Springboard! The orientation also provides students with an opportunity to practice using all Springboard! tools.

• **Scholarship Resources** – The Scholarship Resources website provides links to a large selection of scholarship opportunities for UA students.

• **Support** - The Zip Support Center (commonly known as a Help Desk) provides a wiki that is continually being updated with new articles and web-based tutorials to assist students with technical questions. Students can also submit an online support request for any technical problem encountered while using Springboard! or any of the university electronic resources.

• **Writing Lab** - The Writing Lab provides a selection of helpful electronic writing resources including style guides, electronic texts and writing handbooks, literary resource, ESL resources, and an electronic grammar hotline.

• **Instructional Services**
  Instructional Services provide instructional design, development, delivery, evaluation, and support services to faculty, staff and students in order to meet the educational needs of the university community. At this time, online course delivery and distance services are fully operational and no additional facilities, hardware, services, or faculty are needed to offer the degree fully through distance methods.

• **OhioLink**
  The Ohio Library and Information Network, OhioLINK, is a consortium of 88 Ohio colleges and university libraries, and the State Library of Ohio, that work together to provide Ohio students, faculty and researchers with the information they need for teaching and research.

• **Virtual Student Authentication**
  The following is a checklist of procedures to verify the identity of students participating in distance education program activities:
  - Each student upon acceptance is given an identification number and student id.
  - Instructors check the name and id number of an online student participating in an online activity against the class list.
  - At the beginning of each class students are asked to identify themselves and to also upload his or her picture to the class site.
  - If any concerns are raised from student participation and/or work products (e.g., from discussions, homework submissions, and/or final project), the instructor will contact the student directly and discuss those concerns.

• **Virtual Office Hours**
  UA has adopted Elluminate as a web-conferencing solution and its use is being piloted in a variety of contexts, including online courses. It holds promise as a robust tool for online delivery.
Capital Planning General Guidelines

Please note the information below is for general guideline information only.

Private offices:

- Faculty and contract professionals: 150 sq. ft.
- Shared offices: modular in nature
  - 75 sq ft
  - 2:1 ratio

Classroom Size:

- 20 sq ft per student station
- 200 students – 4000 sq ft
- 200+ auditorium delivery: 15 sq ft per student

Laboratory Space: dependent upon function and type
Appendix D: Time Frames & Dates

Curriculum Proposal System – Guidelines for Submission

Origination Group
Proposal is developed/reviewed/approved by the department (joint programs require each college/dept. to submit proposals)

Time varies
(For changes to appear in the undergraduate or graduate bulletins for the following academic year, a proposal must be submitted for by a college for UWR by the end of the 12th week of the fall semester—3322.20.05.2)

College Group
Proposal is reviewed/approved by college curriculum committee(s)
Proposal is reviewed/approved by college
Proposal is reviewed/approved by dean

University Group
Proposal is reviewed by institutional body
reviews (Institutional Research, University Libraries, Graduate School, General Education Advisory Committee, University Review Committee, Distance Learning Review Committee)

Proposal presented for review/approval of Faculty Senate

2 Weeks

Proposal presented for review/approval to Board of Trustees

Submission no later than 1 week prior to meeting date.
Faculty Senate meets the first Thursday of each month (September-May). Proposals are not reviewed during the summer. Please see Faculty Senate meeting schedule for exact dates.

External Groups

Documentation prepared and sent to Ohio Board of Regents (see ORR for guidelines)

Time varies due to level of preparation and review required (generally allow 3 months)

Documentation prepared and sent to Higher Learning Commission (see HLC for guidelines)

Time varies due to level of preparation and review required (generally allow 6 months)
Appendix E: College Workflows

*Arts & Sciences*

- **Department Review**
  *Actions*: Recommend Change
  (goes back to Originator) or
  Approve
  (2 weeks)

- **College CRC Review**
  *Actions*: Recommend Change
  (goes back to Originator) or
  Approve
  (2 weeks)

- **BCC Review**
  *Actions*: Recommend Change
  (goes back to Originator) or
  Approve
  (2 weeks)

- **College Review (Dean)**
  *Actions*: Recommend Change
  (goes back to Originator) or
  Approve
  (2 weeks)

- **Institutional Reviews**
*College of Business Workflow

**Department Review**
*Actions*: Recommend Change (goes back to Originator) or Approve

**Undergraduate or Graduate CCC Review**
*Actions*: Recommend Change (goes back to Originator) or Approve

**Undergraduate or Graduate Faculty Review**
*Actions*: Recommend Change (goes back to Originator) or Approve

**College Review (Dean)**
*Actions*: Recommend Change (goes back to Originator) or Approve

**Institutional Reviews**
*College of Education Workflow*

- **Department Review**
  - Actions: Recommend Change (goes back to Originator) or Approve (2 week notification cycle)

- **Dean Review**
  - Actions: Recommend Change (goes back to Originator) or Approve (2 week notification cycle)

- **Undergrad or Grad CRC Review**
  - Actions: Recommend Change (goes back to Originator) or Approve

- **College Council Review**
  - Actions: Recommend Change (go back to Originator) or Approve (2 week notification cycle)

- **Final College Release**
  - Action: Approve or Recommend Change (go back to Originator)

- **Institutional Reviews**
*College of Engineering Workflow*

**Department Review**

*Actions*: Recommend Change (goes back to Originator) or Approve

**UCC or GCC Review**

*Actions*: Recommend Change (goes back to Originator) or Approve

**Faculty Review**

*Actions*: Recommend Change (goes back to Originator) or Approve

**College Review (Dean)**

*Actions*: Recommend Change (goes back to Originator) or Approve

**Institutional Reviews**
*CHP Workflow

**School Review**

*Actions*: Recommend Change  
(goes back to Originator) or  
Approve  
(2 week reminder)

**CC Review**  
(Curriculum Committee)

*Actions*: Recommend Change  
(goes back to Originator) or  
Approve  
(2 week reminder)

**College Review (Dean)**

*Actions*: Recommend Change  
(goes back to Originator) or  
Approve  
(2 week reminder)

**Institutional Reviews**
*College of Polymer Science Workflow*

**Department CC Review**
*Actions*: Recommend Change (goes back to Originator) or Approve

**Department Faculty Review**
*Actions*: Recommend Change (goes back to Originator) or Approve

**College Faculty Review**
*Actions*: Recommend Change (goes back to Originator) or Approve

**Dean Review**
*Actions*: Recommend Change (goes back to Originator) or Approve

**Institutional Reviews**
*Summit College

- **Department Review**
  - Actions: Recommend Change (goes back to Originator) or Approve

- **College CRC Review**
  - Actions: Recommend Change (goes back to Originator) or Approve

- **Faculty Review**
  - Actions: Recommend Change (goes back to Originator) or Approve

- **College Review**
  - Actions: Recommend Change (goes back to Originator) or Approve

- **Institutional Reviews**
*Wayne College Workflow

**Department Review**

*Actions*: Recommend Change  
(goes back to Originator) or Approve

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**CWG Review**

*Actions*: Recommend Change  
(goes back to Originator) or Approve

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**Faculty Review**

*Actions*: Recommend Change  
(goes back to Originator) or Approve

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**Institutional Reviews**